



Letter No. 1546 / रा. आ. सं. राँची

Dated: 5/04/2023

## Circular

**Subject: Training for Medical Record Technician (MRT) for the Session 1<sup>st</sup> July to 31<sup>st</sup> December 2023.**

With reference to Central Bureau of Health Intelligence (CBHI), Ministry of Health & Family Welfare Circular No. Z-22025/01/2020-CBHI dated 11-12-2020 for MRT training, the application is invited from interested eligible candidates – as per the eligibility criteria given below: -

S. N.		Eligibility criteria for admission of candidates in the MRT training course-
1.	Essential	<p><b>1. Essential:</b></p> <p><b>1.1 In-Service:</b> The candidate should be employed as Group – C and above level and working as Medical Record Keeping / Medical Record Clerk <b>with 2 years' experience in Government / Non- Government Institutions.</b></p> <p style="text-align: center;">Or</p> <p>Other Group- C and above level employee who is already appointed for other technical expertise like, Nursing /Physiotherapy/ Laboratory &amp; Vocational Therapies/ Radiography / MPHW &amp; Supervisor (Male/ Female), Pharmacist etc. and working in Medical Record Department / Unit and actively involved in maintenance / compilation of medical records for <b>at least two years. In this case the candidate is to attach a certificate from the sponsoring authority that his / her present post is included into the feeder category to the promotion to the post (s) of Medical Record Technician and after completion of this MRT training course his / her services will be utilized in Medical Record Department / Unit only.</b></p> <p><b>1.2 Educational Qualification:</b> The applicant should be 10+2 or equivalent from a government recognized Board/ Institution. However, the Government applicant already appointed as Medical Record Technician or Medical Record clerk with academic qualification as 10<sup>th</sup> pass, may be considered for MRT training, if he / she has <b>at least three years working experience</b> in Medical Record Department / Unit.</p> <p><b>1.3</b> The candidate upgraded from Group- D to “Multi-Tasking Staff” under Group-C consequent upon the implementation of 7<sup>th</sup> Central Pay Commission recommendations, are not eligible for MRT training course irrespective of their post and nature of duty. However, 5 seats are reserved for erstwhile Group-D employees.</p>
2		<b>Desirable:</b> Working knowledge of MS Office in Computer.

**Note: 1.** Person(s) with higher educational qualifications and more experience will be given preference.

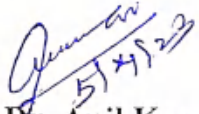
**2.** Applications of candidates from registered **Non-Govt. Medical establishments (more than 30 Bedded)** / contractual in Govt. Hospital/ Institution involved in Medical and health fields will be considered only against any vacancy existing after considering the eligible candidates from Govt. establishments indicated above.

**3.** Application duly forwarded along with necessary documents may be sent to **CBHI, DGHS, MoH&FW, Govt. of India, 401 & 404 A Wing, Nirman Bhavan Maulana Azad Road, New Delhi – 110108** through proper channel latest by 10 days from the date of dispatch positively, after which no application will be accepted in any condition.

**Schedule/ Conditions for MRT Training Course-**

S.N.	Item	Description
1.	Name of the Training Course	Medical Record Technician (MRT)
2.	Duration	6 months in-class training
3.	Batch size	20 candidates for each session
4.	Venue of Training	RIMS, Ranchi
5.	Dates of MRT Training Course	1st Jul 2023 to 31 <sup>st</sup> Dec 2023
6.	Last date of receipt of application	<b>30<sup>th</sup> Apr 2023,</b> The complete and duly recommended/ sponsored application(s) in the prescribe format will to be accepted at CBHI, New Delhi.

**Prescribed Format of MRT Training Course is also Attached with Circular.**

  
5/4/23  
**Prof. Dr. Anil Kumar**  
Dean, Faculty of Medicine,  
Ranchi University,  
RIMS, Ranchi – 834009  
4/4/2023  
Dean,  
Faculty of Medical Sciences  
Ranchi University, Ranchi.

Copy to: -

1. All HOD's/ CMOs RIMS, Ranchi
2. Notice Boards RIMS, Ranchi
3. Uploading RIMS, website.
4. Director, All India Institute of Medical Sciences, Deoghar.
5. Principal/ MS, MGM Medical College & Hospital, Jamshedpur.
6. Principal/ MS, Shahid Nirmal Mahto Medical College & Hospital, Dhanbad.
7. Principal/ MS, Phulo Jhano Medical College & Hospital, Dumka.
8. Principal/ MS, Sheikh Bhikhari Medical College & Hospital, Hazaribag.
9. Principal/ MS, Medini Rai Medical College & Hospital, Palamu.
10. Principal/ MS, Laxmi Chandravansi Medical College & Hospital, Birsampur, Palamu.
11. Principal/ MS, Manipal Tata Medical College & Hospital, Baridih, Jamshedpur.
12. Principal/ MS, Silchar Medical College & Hospital, Assam.
13. Principal/ MS, Gauhati Medical College & Hospital, Bhangagarh, Guwahati, Assam.
14. All Director/ Prinicpal/ MS Medical Colleges & Hospital, Bihar
15. All Director/ Prinicpal/ MS Medical Colleges & Hospital, Odisha.
16. All Director/ Prinicpal/ MS Medical Colleges & Hospital, West Bengal.
17. All Civil Surgeon, Sadar Hospital, Jharkhand.

**Annexure - I**

**Application Form for Admission to CBHI In-Service Training Course on  
Medical Record Officer (MRO) and Medical Record Technician (MRT)**

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- MRO (01.01.2023 to 31.12.2023)  
 MRT (01.01.2023 to 30.06.2023)  
 MRT (01.07.2023 to 31.12.2023)

1. Name of the Candidate :  
(Capital Letters)
2. Date of Birth :
3. Sex (Male / Female) :
4. Nationality :
5. Aadhar Number (16 digits) :
6. Designation :
7. Status of the Organization : Government/ Non-Government
8. Nature of employment : Contractual/ Permanent
9. If Non - Government (Number of Beds in the Hospital) :
10. Date of Joining in the Service (For Government candidate) :
11. Level of Pay (as per 7<sup>th</sup> CPC) (For Government Employee) :
12. Complete Address of the candidate (Workplace)

Name of the Organization/ Institution	
Postal address (along with Pin-Code)	

**13. Contact details of the candidate**

Phone No.	E-mail id (should be legible and in Capital letters)

**14. Educational qualifications of the candidate (attach attested copies of certificates/ degrees)**

S. No.	Qualifications	University/ Institution/ Board	Year of Passing	Class/ Division
1.	10 <sup>th</sup> standard			
2.	12 <sup>th</sup> standard			
3.	Graduation			

**15. Details of the previous In-service Training(s) if any, (Attach Certificate)**

S. No.	Name of Training	Institution/ Organization	Duration(s) (specify date from ___ to ___)
1.			
2.			

**16. Working experience (s) in Medical Record Unit/Department in a Hospital (Provide details from current to previous experience in table below)**

S. No	Designation	Pay Scale	Organization/ Institution	Department/ Division	Duration		Nature of duties performed
					From	To	
1.							
2.							

**17. Level of knowledge /skill in use of Computer including MS Word & Excel (Please tick the factual position):** *(Also attach certificate, if any)*

Nil	Working Knowledge	Proficient

**18. Training Centre Preferred:**

1 <sup>st</sup> Preference	2 <sup>nd</sup> Preference	3 <sup>rd</sup> Preference

**19. Undertaking by the candidate:**

I.....Son/Daughter / Wife of.....Certify that particulars furnished above are correct to the best of my knowledge. I also understand that in case of any misinformation or my unsatisfactory performance during the training course, Government of India can terminate me from the training course at any time and in that instance and I will promptly return the entire amount received during the course of training towards my TA & DA, to the Training Centre.

Date:

(Signature of the Candidate)

**(Recommendation Supervisory Officer)**

**20.** On the basis of qualification, eligibility & need for undergoing the training course applied by the candidate

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.....  
.....  
.....

<i>(Please write in Capital Letters)</i>
1. Name & Designation:
2. Address (with Pin Code):
3. Contact No. (Essential):
4. Email (Essential):

Dated: \_\_\_\_\_ Signature \_\_\_\_\_  
(Supervisory Officer)  
(Affix rubber stamp hereunder)

**21. Recommendation of the Competent Sponsoring Authority \*\***

(\*\* Competent Sponsoring Authority: - Authority competent to officially depute an employee / candidate for training as per prescribed rules & procedures)

It is to certify that Mr. /Ms. \_\_\_\_\_ has been working in the Medical Record Unit / Department of \_\_\_\_\_ since \_\_\_\_\_ as (Please mention the designation of the applicant) \_\_\_\_\_ in (Name of Institution) \_\_\_\_\_

The candidature of this candidate (Mr. / Ms. \_\_\_\_\_) is recommended for MRT/MRO Training Course and certified that after the training the candidate's services will be utilized towards efficient functioning of the Medical Record Unit/ Department in this organization. The particulars given by the candidate have been verified and found correct.

<i>(Please write in Capital Letters)</i>
1. Name & Designation:
2. Address (with Pin Code):
3. Contact No. (Essential):
4. Email (Essential):

Date: \_\_\_\_\_ Signature \_\_\_\_\_  
(Competent Sponsoring Authority)  
(Affix rubber stamp here under)

Signature of the Applicant \_\_\_\_\_

**Name of the Applicant** \_\_\_\_\_